

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

February 24, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

*Debbie Kohn, Avondale, Chairperson	Jim Hull, Mesa
Betsy Wise, Carefree	*Duncan Miller, Paradise Valley
Bill Mitchell, Chandler	Ralph Spencer for Sandy Teetsel, Peoria
*Peter Putterman, Fountain Hills	Greg Binder, Phoenix
*Shawn Woolley, Gilbert	*Jamie Oman-Saltmarsh, Scottsdale
Jerry Wightman, Glendale	John Laue, Tempe
Layne Sutton, Goodyear	Reyes Medrano for Ralph Velez, Tolleson
Horatio Skeete, Litchfield Park	*Sabra Mousavi, ADOT
Cary Parker, Maricopa County	Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Mark Syracuse, Phoenix	Audrey Skidmore, MAG
David Deans, US West	Heidi Pahl, MAG
Mark Goldstein, IRC	Rita Walton, MAG

1. Call to Order

The meeting was called to order at 10:06 a.m. by Acting Chair, Jim Hull. John Laue participated in the meeting by telephone.

2. Approval of January 27, 2000 Meeting Minutes

It was moved by Ralph Spencer, seconded by Betsy Wise and unanimously recommended to approve the January 27, 2000 meeting minutes.

3. MAG Regional Videoconferencing System Project

Rita Walton provided an update on the MAG Regional Videoconferencing System Project. She stated that the proposals were due on January 28, 2000. There were nine proposals received and one information package from a vendor. Ms. Walton explained that one of the nine proposals arrived late and therefore the Proposal Evaluation Group did not accept this proposal. Ms. Walton also stated that Norstan did not submit a proposal nor did they have any connection with any of the proposals submitted.

Rita Walton explained that the Proposal Evaluation Group consisted of four MAGTAG members, one other city staff person, five people from Arizona State, schools and business, and two MAG staff. Ms. Walton noted that no members of the Proposal Evaluation Group had any connection with any of the Proposers.

Rita Walton read the Evaluation Criteria as stated in Appendix I of the December 10, 1999 Request for Proposals (RFP). She noted that the scoring done by the Proposal Evaluation Group was based on these evaluation criteria. After each proposal was scored and ranked by the group, the results were summarized. Ms. Walton reported that the clear winner was Intellisys Group.

Rita Walton mentioned that the Proposal Evaluation Group asked for clarification of certain items, such as reference checks, meeting the Disadvantaged Business Enterprise (DBE) goal, and staff capacity. She noted that the most important issue was the Town of Wickenburg. She reported that connecting all member agencies was a requirement of the RFP to ensure full participation in the Regional Videoconferencing System. She noted that the contract with Intellisys Group will make this point.

Rita Walton said that of the nine proposals submitted, two proposals suggested an AT&T network and all other proposals suggested a US West network. Ms. Walton reported that the US West wording for the Town of Wickenburg in each of the proposals, was that US West would back-haul ISOC circuits to the closest AZ ISDN equipped company, subject to facilities availability. US West also stated, that under AZ Tariff, no mileage charges apply.

It was moved by Ralph Spencer and seconded by Greg Binder to recommend approval of the selection of Intellisys Group to provide equipment and services for the MAG Regional Videoconferencing System Project. The total project cost for equipment, services, network and first year operating expenses should not exceed \$1.4 million. The motion was passed unanimously.

4. Scheduling Policies and Procedures for the MAG Regional Videoconferencing System Project

Heidi Pahl stated that the scheduling policies and procedures working group has not yet met due to scheduling difficulties. She noted that in the next couple of weeks, MAG staff will be communicating via e-mail with the five MAGTAG members who volunteered to be on the scheduling working group. Ms. Pahl mentioned that a draft final scheduling policies and procedures will be distributed to the MAGTAG before the March meeting.

5. Memorandum of Agreement for the MAG Regional Videoconferencing System Project

Heidi Pahl reported that the Memorandum of Agreement (MOA) working group met in the middle of February to discuss the draft MOA. She noted that currently MAG staff is revising the draft with these changes and changes made by MAG Management. Ms. Pahl reported that following these revisions the MOA will be forwarded to MAG Legal Counsel for review and then to MAGTAG before the March meeting.

Randi Alcott asked if the Regional Public Transportation Authority (RPTA) would be included in the MOA. Heidi Pahl stated yes.

6. Telecommuting Program

Randi Alcott announced that RPTA is in a transitional phase since the departure of Eddie Caine. Ms. Alcott distributed a handout on the update of the Telework Program.

Randi Alcott said that monies were averaged equally month by month over the next three years as part of the budget planning process for telework programs. This is to avoid program activity being dependant on funds. She also pointed out that RPTA FY 2001 budget was submitted, and the scope of work for the next MAG contract was redrafted. She noted that revisions were made to the marketing consultant's scope of work to prepare for a contract change order.

Randi Alcott stated that it has been decided to solicit a Request for Proposal for a telework consultant to assist up to 15 employers with comprehensive consultant assistance in setting up and reinvigorating telework programs. She noted that the recommendation of a consultant will be taken back to the RPTA Board in May 2000 for approval to proceed.

Randi Alcott provided an update on the work that BJ Communications has been doing to revise and realign the marketing scope of work. Ms. Alcott announced that a proposal was made to the Governor's Office, requesting support of the telework program by the Governor and a response is pending. She reported that print ads to encourage telework ran in the Business Journal and radio ads were created.

Randi Alcott gave a brief update on Project, Arizona Donates Office Products for Telework (ADOPT). She said that the new director of Students Recycling Used Technology (Strut) said that 30 computers per month would be available to RPTA's Project ADOPT program.

Randi Alcott informed that an update on the Telecommuting Survey would be given at the March MAGTAG meeting.

Jim Hull asked where the computers for Project ADOPT came from. Randi Alcott said from anyone who wishes to donate computers. She said that high school students refurbish the computers with a main focus of placing them in the schools.

Jim Hull asked if there were minimum standards for computers with Project ADOPT. Randi Alcott replied yes, and that she will find the minimum specifications and share it with the MAGTAG. She also noted that through Project ADOPT they are no longer refurbishing laptops. Jim Hull noted that setting up personal computers is much easier than setting up laptops.

Greg Binder said that most cities are using the word 'telework' instead of 'telecommute'. He suggested that MAGTAG might transition to the word 'telework'. Randi Alcott replied that RPTA has transitioned to using the term 'telework' as it is a broader more acceptable term.

7. Fiber Optics Infrastructure

Jim Hull distributed the fiber optics survey to MAGTAG members with responses received from three cities. He stated that the survey responses are incomplete and that he would like to send the survey out again if cities would respond to it. MAGTAG agreed that those cities who had not yet responded to the survey would like to do so and will return responses within two weeks.

David Deans asked if the fiber optics survey is looking at municipal fiber or commercial fiber. Jim Hull responded that the survey is not looking at commercial fiber but fiber that cities laid themselves or in partnership with private enterprise.

David Deans asked if the purpose of the survey is to determine where there is fiber infrastructure to be out sourced. Jim Hull replied no, that the purpose of the survey is to determine how member agencies are progressing with their fiber optics infrastructure.

8. Update on Electronic Access Survey

Heidi Pahl reported that a meeting to review the minimum configuration for Regional Connections was held. She noted that from that meeting it was realized that additional questions need to be asked in the Electronic Access Survey of member agencies. Ms. Pahl noted that in the next couple weeks, MAG staff will be contacting the Electronic Access Survey contact from each member agency to obtain answers to further questions. Such questions include: what is your organizations minimum configuration for existing personal computers? What is your minimum configuration for purchasing new personal computers, what type of personal computer does the MAGTAG contact currently have?

Heidi Pahl mentioned that MAG staff has checked into domain name registration with the State of Arizona and will report on the topic at the next MAGTAG meeting.

Mark Goldstein mentioned that he has created a spreadsheet for the Arizona Learning Technology Partnership which could help MAG staff with the Regional Connections project.

9. Announcements and Public Input

Jim Hull announced that the City of Mesa is looking at creating/revising their computer use policy. Mr. Hull asked MAGTAG members if they would be interested in him drafting a survey to determine what other jurisdictions have as a computer use policy. The MAGTAG was interested in completing a computer use policy survey.

Mark Goldstein announced that he is moderating a Technology Roundtable discussion sponsored by Cox Communications on "The Winning Network." He stated that this meeting will be held March 2, 2000 from 1:00 p.m to 3:00 p.m. at the Scottsdale Conference Resort and is open to the public.

Mr. Goldstein distributed an article titled "Bill Paxon & Vic Fazio: Don't Gut the Telecom Act."

David Deans announced that US West with other agencies have created a web portal called digitaldesert.net to help small businesses understand e-commerce, e-business, e-government. He stated that it will be an educational resource site for small business.

David Deans asked who MAG selected as the manufacturer of the videoconferencing equipment and for the model and model number of the equipment. Rita Walton responded that Intellisys Group provided two equipment options, Tandberg and VTEL and that the Proposal Evaluation Group recommended VTEL. She stated she would report back on the exact model numbers.

Greg Binder asked how many cities are looking at some type of e-commerce. He asked if MAGTAG would be interested in hosting an electronic commerce workshop or forum.

Greg Binder announced that Public Technology Incorporated (PTI), has a listserv with a rich exchange of information. He stated that any member agencies who wish to join the listserv should send an e-mail to Dale Bowen at bowen@pti.nw.dc.us.

10. Date of Future Meetings

Heidi Pahl announced that the next meeting of the MAGTAG is March 23, 2000 from 1:00 p.m. to 3:00 p.m. in the MAG Saguaro Room.

The meeting was adjourned at 10:55 a.m.